



Assistant Chief Administrative Officer

Located in the heart of the Canadian Badlands, the Town of Drumheller is a thriving worldwide tourism destination community serving 8,000 permanent residents and almost 1 million visitors annually.

The Municipality is the largest town in Alberta by land size and spans over 107 square kilometres and includes the communities of Drumheller, Midland, Bankview, Newcastle, North Drumheller, Nacmine, Wayne, East Coulee, Rosedale, and Cambria. In addition, the town is home to several world class tourist attractions including, but not limited to, the Atlas Coal Mine, Willow Creek Hoodoos, Badlands Amphitheatre, The World's Largest Dinosaur and the Royal Tyrrell Museum of Palaeontology providing extensive services well above other communities with a similar population base.

The Town of Drumheller is actively looking for an enthusiastic, motivated, and team-oriented individual to join us in the newly created role of Assistant Chief Administrative Officer.

As a vital Senior Management Team member reporting directly to the CAO, the Assistant Chief Administrative Officer will be tasked with formulating and executing the strategic objectives for the Office of the Chief Administrative Officer portfolio. This role will involve overseeing a team of 4 direct reports within Human Resources, Communications, Economic Development and Legislative Services while also acquiring a comprehensive understanding of the overall organization. Additionally, the Assistant CAO attends and actively participates in council meetings weekly and will support the organization as acting CAO in their absence. The ideal candidate will be a strategic and analytical thinker with a keen interest in team leadership, continuous operational enhancements, innovation, and fostering collaboration both internally and externally. Moreover, this position offers significant room for growth for a seasoned leader passionate about senior municipal leadership and eager to partake in an exceptional learning and developmental opportunity. It is anticipated that this individual will assume the role of CAO for the Town upon the retirement of the incumbent in 2025.

Required Qualifications

- Bachelor's degree in public administration, engineering or a related field. A master's degree will be considered an asset.
- 7-10 years of progressively responsible experience at a senior level in policy development, planning, municipal administration, finance, and/or human resources in an urban government setting.
- Minimum 5 years of supervisory experience at a senior level
- Certified and experienced in Project Management
- Change Management Certification or demonstrated experience with change management principles is desirable
- Experience with Six Sigma methodology and principles for creating operational efficiencies



- Strong EQ
- Proven experience in operations, finance, personnel and strategic planning management.
- Strong interpersonal skills, presentation skills and experience in public engagement, including with the media
- Proven excellent time management skills and ability to balance multiple priorities
- NACLAA level 1 and/or 2 Certification or CLGM designation preferred
- Strong working knowledge of the Municipal Government Act
- Working knowledge and proficiency in capital and operation budgeting

Additional Information

The standard work hours are Monday through Friday, from 8:00 a.m. to 4:30 p.m., with additional hours required regularly in the evenings to attend council and board meetings.

The Town of Drumheller offers a competitive total compensation package that includes salary, vacation, management leave, extended health and wellness benefits package, LAPP pension (effective date of hire), professional development support, and an excellent team environment.

Prospective candidates must be prepared to undergo an education verification process and a satisfactory criminal record check and must be open to relocating to Drumheller. Financial Relocation Assistance may be available.

The Town of Drumheller values diversity of skills, talent, and perspectives, fostering an innovative and collaborative atmosphere. We are dedicated to maintaining a respectful and inclusive workplace and encourage applications from all qualified individuals. If you seek a challenging and rewarding career and aim to be a leader in this globally renowned area, consider joining the Town of Drumheller's community and team.

If you are interested in this challenging and rewarding career opportunity and want to be a leader amongst our professionals in this worldwide destination area, consider making the Town of Drumheller your community and your team!

Interested candidates can submit a resume and cover letter via our [CAREERS site](#). We thank you for your interest. Only those applicants selected for an interview will be contacted.